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Subj: AMMUNITION TECHNICIAN/OFFICER (AMMO) TRAINING AND READINESS (T&R)
MANUAL

Ref: (a) MCO P3500.72A
(b) MCO 1553.3A
(c) MCO 3400.3F
(d) MCO 3500.27B W/Erratum
(e) MCRP 3-0A
(f) MCRP 3-0B
(g) MCO 1553.2B

1. Purpose. Per reference (a), this T&R Manual establishes required events for standardization training of Marines and Navy personnel whose primary mission is the handling of ammunition and explosives. Additionally, it provides tasking for formal schools preparing personnel for service in Military Occupational Specialty (MOS) 2311 and 2340.

2. Cancellation. NAVMC 3500.89

3. Scope

a. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute its mission and develop long-, mid-, and short-range training plans to sustain proficiency and correct deficiencies. Training plans will incorporate these events to standardize training and provide objective assessment of progress toward attaining combat readiness. Commanders will keep records at the unit and individual levels to record training achievements, identify training gaps, and document objective assessments of readiness associated with training Marines. Commanders will use reference (c) to incorporate nuclear, biological, and chemical defense training into training plans and reference (d) to integrate operational risk management. References (e) and (f) provide amplifying information for effective planning and management of training within the unit.

b. Formal school and training detachment commanders will use references (a) and (g) to ensure programs of instruction meet skill training requirements established in this manual and provide career-progression training in the events designated for initial training in the formal school environment.

4. Information. Commanding General (CG), Training and Education Command (TECOM) will update this T&R Manual as necessary to provide current and relevant training standards to commanders. All questions pertaining to the

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Marine Corps Ground T&R Program and Unit Training Management should be directed to: CG, TECOM (Ground Training Division C 469), 1019 Elliot Road, Quantico, VA 22134.

5. Command. This Manual is applicable to the Marine Corps Total Force.
6. Certification. Reviewed and approved this date.


R. C. FOX
By direction

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AMMO T&R MANUAL

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CHAPTER 1

OVERVIEW

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AMMO T&R MANUAL

CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The T&R Program is the Corps' primary tool for planning, conducting and evaluating training and assessing training readiness. Subject Matter Experts (SMEs) from the operating forces developed core capability Mission Essential Task Lists (METLs) for ground communities derived from the Marine Corps Task List (MCTL). T&R Manuals are built around these METLs and all events contained in T&R Manuals relate directly to this METL. This comprehensive T&R Program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. The T&R Manual contains the individual and collective training requirements to prepare units to accomplish their combat mission. The T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. The T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps Ground T&R Program is found in reference (a).

3. The T&R Manual is designed for use by curriculum developers to create courses of instruction and unit commanders to determine pre-deployment training requirements in preparation for training. This directive focuses on individual and collective tasks performed by OPFOR units and supervised by personnel in the performance of unit Mission Essential Tasks (METs).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential. However, it is not necessary to have all individuals within a unit fully trained in order for that organization to accomplish its assigned tasks. Manpower shortfalls, temporary assignments, leave, or other factors outside the commander's control, often affect the ability to conduct individual training. During these periods, unit readiness is enhanced if emphasis is placed on the individual training of Marines on-hand. Subsequently, these Marines will be mission ready and capable of executing as part of a team when the full complement of personnel is available.

2. Commanders will ensure that all tactical training is focused on their combat mission. The T&R Manual is a tool to help develop the unit's training plan. In most cases, unit training should focus on achieving unit proficiency in the core capabilities METL. However, commanders will adjust their training focus to support METLs associated with a major OPLAN/CONPLAN or named operation as designated by their higher commander and reported accordingly in the Defense Readiness Reporting System (DRRS). Tactical training will support the METL in use by the commander and be tailored to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of training in a professional manner consistent with Marine Corps standards cannot be over emphasized.

3. Commanders will provide personnel the opportunity to attend formal and operational level courses of instruction as required by this Manual. Attendance at all formal courses must enhance the warfighting capabilities of the unit as determined by the unit commander.

1002. UNIT TRAINING MANAGEMENT

1. Unit Training Management (UTM) is the application of the Systems Approach to Training (SAT) and the Marine Corps Training Principles. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its wartime mission.

2. UTM techniques, described in references (b) and (e), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. The Marine Corps Training Principles, explained in reference (b), provide sound and proven direction and are flexible enough to accommodate the demands of local conditions. These principles are not inclusive, nor do they guarantee success. They are guides that commanders can use to manage unit-training programs. The Marine Corps training principles are:

- Train as you fight
- Make commanders responsible for training
- Use standards-based training
- Use performance-oriented training
- Use mission-oriented training
- Train the MAGTF to fight as a combined arms team
- Train to sustain proficiency
- Train to challenge

3. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM. Guidance for UTM and the process for establishing effective programs are contained in references (a) through (g).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members

of the unit (internal evaluation) or from an external command (external evaluation).

2. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval. Performance of the training event, however, is not sufficient to ensure combat readiness. Leaders at all levels must evaluate the performance of their Marines and the unit as they complete training events, and only record successful accomplishment of training based upon the evaluation. The goal of evaluation is to ensure that correct methods are employed to achieve the desired standard, or the Marines understand how they need to improve in order to attain the standard. Leaders must determine whether credit for completing a training event is recorded if the standard was not achieved. While successful accomplishment is desired, debriefing of errors can result in successful learning that will allow ethical recording of training event completion. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

3. The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events. References (a) and (f) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

1004. ORGANIZATION

1. T&R Manuals are organized in one of two methods: unit-based or community-based. Unit-based T&R Manuals are written to support a type of unit (Infantry, Artillery, Tanks, etc.) and contain both collective and individual training standards. Community-based are written to support an Occupational Field, a group of related Military Occupational Specialties (MOSs), or billets within an organization (EOD, NBC, Intel, etc.), and can contain both collective and individual training standards. T&R Manuals are comprised of chapters that contain unit METs, collective training standards (CTS), and individual training standards (ITS) for each MOS, billet, etc.

2. The AMMO T&R Manual is a community-based manual comprised of 5 chapters. Chapter 2 lists the Core Capability METs and their related Battalion and Company-level events. Chapter 3 contains collective events and chapters 4 and 5 contain individual events.

1005. T&R EVENT CODING

1. T&R events are coded for ease of reference. Each event has up-to a 4-4-4-digit identifier. The first up-to four digits are referred to as a "community" and represent the unit type or occupation (AMMO, 2311 or 2340). The second up-to four digits represent the functional or duty area Administration (ADMN), Combat Service Support Operations (CSSO), Explosive Safety (EXPS), Physical Security (PS), Planning (PLAN), and Receipt, Segregate, Store and Issue (RSSI). The last four digits represent the level and sequence of the event.

2. The T&R levels are illustrated in Figure 1. An example of the T&R coding used in this Manual is shown in Figure 2.

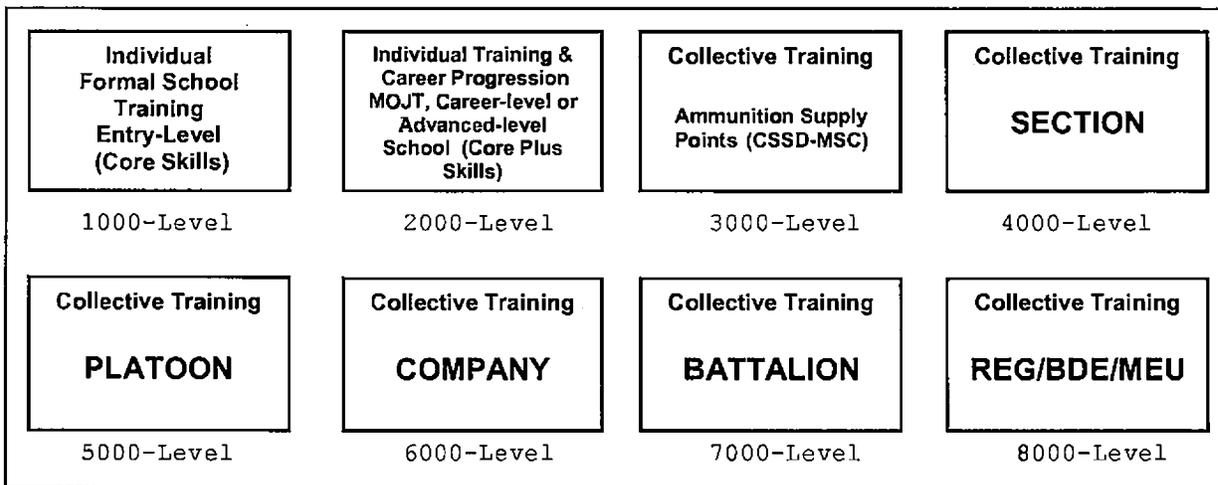


Figure 1: T&R Event Levels



Figure 2: T&R Event Coding

1006. COMBAT READINESS PERCENTAGE

1. The Marine Corps Ground T&R Program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but uses a "Combat Readiness Percentage", as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

2. Combat Readiness Percentage (CRP) is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.
3. In unit-based T&R Manuals, unit combat readiness is assessed as a percentage of the successfully completed and current (within sustainment interval) key training events called "Evaluation-Coded" (E-Coded) events. E-Coded events and unit CRP calculation are described in follow-on paragraphs. CRP achieved through the completion of E-Coded events is directly relevant to readiness assessment in DRRS.
4. Individual combat readiness, in both unit-based and community-based T&R Manuals, is assessed as the percentage of required individual events in which a Marine is current. This translates as the percentage of training events for his/her MOS and grade (or billet) that the Marine successfully completes within the directed sustainment interval. Individual skills are developed through a combination of 1000-level training (entry-level formal school courses), individual on-the-job training in 2000-level events, and follow-on formal school training. Skill proficiency is maintained by retraining in each event per the specified sustainment interval.

1007. EVALUATION-CODED (E-CODED) EVENTS

1. Unit-type T&R Manuals can contain numerous unit events, some for the whole unit and others for integral parts that serve as building blocks for training. To simplify training management and readiness assessment, only collective events that are critical components of a mission essential task (MET), or key indicators of a unit's readiness, are used to generate CRP for a MET. These critical or key events are designated in the T&R Manual as Evaluation-Coded (E-Coded) events. Formal evaluation of unit performance in these events is recommended because of their value in assessing combat readiness. Only E-Coded events are used to calculate CRP for each MET.
2. The use of a METL-based training program allows the commander discretion in training. This makes the T&R Manual a training tool rather than a prescriptive checklist.

1008. CRP CALCULATION

1. Collective training begins at the 3000-level (team, crew or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. Using the battalion-based (unit) model, the battalion (7000-level) has collective events that directly support a MET on the METL. These collective events are E-Coded and the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward the METL, taking into account resource, time, and personnel constraints.
2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET CRP. MET CRP is calculated by adding the percentage of each completed and current (within sustainment interval) E-Coded training event. The percentage

for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that each MET has 4 E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

MET 1: 75% complete (3 of 4 E-Coded events trained)
MET 2: 100% complete (6 of 6 E-Coded events trained)
MET 3: 25% complete (1 of 4 E-Coded events trained)
MET 4: 50% complete (2 of 4 E-Coded events trained)
MET 5: 75% complete (3 of 4 E-Coded events trained)

To get unit CRP, simply add the CRP for each MET and divide by the number of METS:

MET CRP: $75 + 100 + 25 + 50 + 75 = 325$

Unit CRP: $325 \text{ (total MET CRP)} / 5 \text{ (total number of METS)} = 65\%$

1009: T&R EVENT COMPOSITION

1. This section explains each of the components of a T&R event. These items are included in all events in each T&R Manual.

a. Event Code (see Sect 1006). The event code is a 4-4-4 character set. For individual training events, the first 4 characters indicate the occupational function. The second 4 characters indicate functional area (TAC, CBTS, VOPS, etc.). The third 4 characters are simply a numerical designator for the event.

b. Event Title. The event title is the name of the event.

c. E-Coded. This is a "yes/no" category to indicate whether or not the event is E-Coded. If yes, the event contributes toward the CRP of the associated MET. The value of each E-Coded event is based on number of E-Coded events for that MET. Refer to paragraph 1008 for detailed explanation of E-Coded events.

d. Supported MET(s). List all METs that are supported by the training event.

e. Sustainment Interval. This is the period, expressed in number of months, between evaluation or retraining requirements. Skills and capabilities acquired through the accomplishment of training events are refreshed at pre-determined intervals. It is essential that these intervals are adhered to in order to ensure Marines maintain proficiency.

f. Billet. Individual training events may contain a list of billets within the community that are responsible for performing that event. This

ensures that the billets expected tasks are clearly articulated and a Marine's readiness to perform in that billet is measured.

g. Grade. Each individual training event will list the rank(s) at which Marines are required to learn and sustain the training event.

h. Initial Training Setting. For Individual T&R Events only, this specifies the location for initial instruction of the training event in one of three categories (formal school, managed on-the-job training, distance learning). Regardless of the specified Initial Training Setting, any T&R event may be introduced and evaluated during managed on-the-job training.

(1) "FORMAL" - When the Initial Training Setting of an event is identified as "FORMAL" (formal school), the appropriate formal school or training detachment is required to provide initial training in the event. Conversely, formal schools and training detachments are not authorized to provide training in events designated as Initial Training Setting "MOJT" or "DL." Since the duration of formal school training must be constrained to optimize Operating Forces' manning, this element provides the mechanism for Operating Forces' prioritization of training requirements for both entry-level (1000-level) and career-level (2000-level) T&R Events. For formal schools and training detachments, this element defines the requirements for content of courses.

(2) "DL" - Identifies the training event as a candidate for initial training via a Distance Learning product (correspondence course or MarineNet course).

(3) "MOJT" - Events specified for Managed On-the-Job Training are to be introduced to Marines, and evaluated, as part of training within a unit by supervisory personnel.

i. Event Description. Provide a description of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (e.g. Camouflage the M1A1 Tank).

j. Condition. Describe the condition(s), under which tasks are performed. Conditions are based on a "real world" operational environment. They indicate what is provided (equipment, materials, manuals, aids, etc.), environmental constraints, conditions under which the task is performed, and any specific cues or indicators to which the performer must respond. When resources or safety requirements limit the conditions, this is stated.

k. Standard. The standard indicates the basis for judging effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and is strictly adhered to. The standard for collective events is general, describing the desired end-state or purpose of the event. While the standard for individual events specifically describe to what proficiency level in terms of accuracy, speed, sequencing, quality of performance, adherence to procedural guidelines, etc., the event is accomplished.

1. Event Components. Describe the actions composing the event and help the user determine what must be accomplished and to properly plan for the event.

m. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

n. Chained Events. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific mission essential tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate and related events, the events are "chained." The completion of chained events will update sustainment interval credit (and CRP for E-Coded events) for the related subordinate level events.

o. Related Events. Provide a list of all Individual Training Standards that support the event.

p. References. The training references are utilized to determine task performance steps, grading criteria, and ensure standardization of training procedures. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. References are also important to the development of detailed training plans.

q. Distance Learning Products (IMI, CBT, MCI, etc.). Include this component when the event can be taught via one of these media methods vice attending a formal course of instruction or receiving MOJT.

r. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel
- Other Support Requirements

s. Miscellaneous. Provide any additional information that assists in the planning and execution of the event. Miscellaneous information may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

2. Community-based T&R Manuals have several additional components not found in unit-based T&R Manuals. These additions do not apply to this T&R Manual.

1010. CBRN TRAINING

1. All personnel assigned to the operating force must be trained in chemical, biological, radiological, and nuclear defense (CBRN), in order to survive and continue their mission in this environment. Individual proficiency standards are defined as survival and basic operating standards. Survival standards are those that the individual must master in order to survive CBRN attacks. Basic operating standards are those that the individual, and collectively the unit, must perform to continue operations in a CBRN environment.

2. In order to develop and maintain the ability to operate in a CBRN environment, CBRN training is an integral part of the training plan and events in this T&R Manual. Units should train under CBRN conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

1011. NIGHT TRAINING

1. While it is understood that all personnel and units of the operating force are capable of performing their assigned mission in "every climate and place," current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

2. To ensure units are capable of accomplishing their mission they must train under the conditions of limited visibility. Units should strive to conduct all events in this T&R Manual during both day and night/limited visibility conditions. When there is limited training time available, night training should take precedence over daylight training, contingent on individual, crew, and unit proficiency.

1012. OPERATIONAL RISK MANAGEMENT (ORM)

1. ORM is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a decision making tool used by Marines at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission. ORM minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. Commanders, leaders, maintainers, planners, and schedulers will integrate risk assessment in the decision-making process and implement hazard controls to reduce risk to acceptable levels. Applying the ORM process will reduce mishaps, lower costs, and provide for more efficient use of resources. ORM assists the commander in conserving lives and resources and avoiding unnecessary risk, making an informed decision to implement a course of action (COA), identifying feasible and effective control measures where specific measures do not exist, and providing reasonable alternatives for mission accomplishment. Most importantly, ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of

Sailors/Marines and leaders. Further guidance for ORM is found in references (b) and (d).

1013. APPLICATION OF SIMULATION

1. Simulations/Simulators and other training devices shall be used when they are capable of effectively and economically supplementing training on the identified training task. Particular emphasis shall be placed on simulators that provide training that might be limited by safety considerations or constraints on training space, time, or other resources. When deciding on simulation issues, the primary consideration shall be improving the quality of training and consequently the state of readiness. Potential savings in operating and support costs normally shall be an important secondary consideration.

2. Each training event contains information relating to the applicability of simulation. If simulator training applies to the event, then the applicable simulator(s) is/are listed in the "Simulation" section and the CRP for simulation training is given. This simulation training can either be used in place of live training, at the reduced CRP indicated; or can be used as a precursor training for the live event, i.e., weapons simulators, convoy trainers, observed fire trainers, etc. It is recommended that tasks be performed by simulation prior to being performed in a live-fire environment. However, in the case where simulation is used as a precursor for the live event, then the unit will receive credit for the live event CRP only. If a tactical situation develops that precludes performing the live event, the unit would then receive credit for the simulation CRP.

1014. MARINE CORPS GROUND T&R PROGRAM

1. The Marine Corps Ground T&R Program continues to evolve. The vision for Ground T&R Program is to publish a T&R Manual for every readiness-reporting unit so that core capability METs are clearly defined with supporting collective training standards, and to publish community-based T&R Manuals for all occupational fields whose personnel augment other units to increase their combat and/or logistic capabilities. The vision for this program includes plans to provide a Marine Corps training management information system that enables tracking of unit and individual training accomplishments by unit commanders and small unit leaders, automatically computing CRP for both units and individual Marines based upon MOS and rank (or billet). Linkage of T&R Events to the Marine Corps Task List (MCTL), through the core capability METs, has enabled objective assessment of training readiness in the DRRS.

2. DRRS measures and reports on the readiness of military forces and the supporting infrastructure to meet missions and goals assigned by the Secretary of Defense. With unit CRP based on the unit's training toward its METs, the CRP will provide a more accurate picture of a unit's readiness. This will give fidelity to future funding requests and factor into the allocation of resources. Additionally, the Ground T&R Program will help to ensure training remains focused on mission accomplishment and that training readiness reporting is tied to units' METLs.

AMMO T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

The Recruiting and Retention T&R Manual does not contain a Mission Essential Task Matrix as there are no Recruiting and Retention units which report readiness in the Defense Readiness Reporting System (DRRS). Although the collective and individual events contained in this manual are not directly linked to Mission Essential Tasks, they directly support the Marine Corps ability to meet the capabilities identified in the Marine Corps Task List (MCO 3500.26_).

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CHAPTER 3

COLLECTIVE EVENTS

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AMMO T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. This chapter includes all collective events. A collective event is an event that an established Ammunition Technician/Officer Community would perform. Each collective event is composed of component events that provide the major actions required. This may be likely actions, list of functions, or procedures. Accomplishment and proficiency level required of component events are determined by the event standard.

3001. EVENT CODING. Events in the T&R Manual are depicted with an up to 12-digit, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. In some cases, all 12 digits may not be used. This chapter utilizes the following methodology:

a. Field one - Each event starts with "AMMO" indicating that the event is for the Ammunition Technician/Officer Community.

b. Field two - This field is alpha characters indicating a functional area.

ADMN - Administrative Functions
CSSO - Combat Service Support Operations
EXPS - Explosive Safety
PLAN - Planning
RSSI - Receipt, Segregate, Store and Issue
PS - Physical Security

c. Field three - This field provides the unit level at which the event is accomplished and numerical sequencing.

3002. INDEX OF COLLECTIVE EVENTS

Event Code	E-Coded	Event	Page
3000-Level			
AMMO-ADMN-3001		Account for Ammunition	3-4
AMMO-CSSO-3101		Conduct Ammunition Combat Disposal Operations	3-4
AMMO-CSSO-3102		Conduct Emergency Destruct Operations	3-5
AMMO-CSSO-3103		Conduct Firefighting Operations	3-6
AMMO-CSSO-3104		Establish a Field Ammunition Supply Point (FASP)	3-6
AMMO-EXPS-3201		Conduct Hazards of Electromagnetic Radiation to Ordnance (HERO) Safe Operations	3-7
AMMO-EXPS-3202		Execute Explosives Safety Program	3-8
AMMO-EXPS-3203		Store Waste Military Munitions	3-9
AMMO-PS-3301		Execute a Physical Security Plan	3-10
AMMO-RSSI-3401		Prepare Ammunition for Shipment	3-10
AMMO-RSSI-3402		Receive/Issue Ammunition	3-11
AMMO-RSSI-3403		Store Ammunition	3-12
5000-Level			
AMMO-CSSO-5001		Plan Ammunition Support Operations	3-14
AMMO-PLAN-5101		Coordinate inter-theater movement of ammunition in support of contingency operations	3-14
AMMO-PLAN-5102		Develop Operational Plan	3-15

3003. 3000-LEVEL EVENTS

AMMO-ADMN-3001: Account for Ammunition

SUPPORTED MET(S): 1, 2, 4

EVALUATION-CODED: YES SUSTAINMENT INTERVAL: 12 months

CONDITION: Given ammunition stocks and/or allowances, automated or manual accounting program; account for ammunition.

STANDARD: To maintain 100% accountability of assets.

EVENT COMPONENTS:

1. Populate the automated/manual accounting program.
2. Process ammunition transaction documentation.
3. Establish ammunition stock records.

CHAINED EVENTS:

2311-ADMN-1002 2311-ADMN-1001

RELATED EVENTS:

AMMO-RSSI-3402 AMMO-RSSI-3403

REFERENCES:

1. MCO 5530.14 Marine Corps Physical Security Program Manual
 2. MCO 8015.3 Marine Corps Class V(W) Physical Inventory Control Program (PICP)
 3. MCO P4400.150 Consumer Level Supply Policy Manual
 4. MCO P4400.151 Intermediate-Level Supply Management Policy Manual
 5. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 6. UM 4400-124 SASSY Using Unit Procedures
-

AMMO-CSSO-3101: Conduct Ammunition Combat Disposal Operations

SUPPORTED MET(S): 2, 3, 4

EVALUATION-CODED: YES SUSTAINMENT INTERVAL: 12 months

CONDITION: Given stocks designated for disposal, equipment, supplies, and the requirement to dispose of those stocks.

STANDARD: To safely dispose of all identified assets via combat disposal method(s).

EVENT COMPONENTS:

1. Prepare SOP or LOI
2. Determine the types and quantities of munitions that will require destruction to include donor material
3. Request approval authority from the Designated Disposition Authority if required.
4. Identify the method of destruction for the item

5. Determine the appropriate site for the destruction event
6. Determine appropriate safe withdrawal distance
7. Prepare the sites for the destruction event
8. Conduct the Disposal Operation
9. Coordinate sanitation of the Disposal Site
10. Coordinate disposal of any residue or retrograde materiel
11. Submit completed expenditure report
12. Notify Designated Disposition Authority if required

REFERENCES:

1. FM 3-34.214/MCRP 3-17.7L Explosives and Demolitions
2. MCO P8020.10 Marine Corps Ammunition and Explosives Safety Program
3. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
4. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
5. NAVSEA SW060-AA-MMA-010 Volume 1 Technical Manual Demolition Materials
6. NAVSEA SW060-AA-MMA-020 Volume 2 Technical Manual Demolition Materials

SUPPORT REQUIREMENTS:

ORDNANCE:

<u>DODIC</u>	<u>Quantity</u>
G950 Grenade, Hand Red Smoke M18	2
L306 Signal, Illumination Ground Red Star	2
M130 Cap, Blasting Electric M6	40
M131 Cap, Blasting Non-Electric M7	40
M456 Cord, Detonating PETN Type I Class E	500
M670 Fuse, Blasting Time M700	1000
M757 Charge, Assembly Demolition M183 Com	20
MN08 Igniter, Time Blasting Fuse with Sho	40

RANGE/TRAINING AREA:

Facility Code 17430 Impact Area Dudded
Facility Code 17830 Light Demolition Range

AMMO-CSSO-3102: Conduct Emergency Destruct Operations

SUPPORTED MET(S): 1, 2, 4

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given the destruction mission of an Ammunition Supply Point.

STANDARD: To ensure ammunition stocks in storage are destroyed to prevent enemy capture or use.

EVENT COMPONENTS:

1. Determine the types and quantities of munitions that will require destruction.
2. Conduct the Destruction Operation.
3. Determine the types and quantities of donor materiel for detonation.
4. Prepare SOP.

5. Complete appropriate documentation.
6. Determine appropriate safe withdraw distance.
7. Prepare the sites for the destruction event.

REFERENCES:

1. FM 3-34.214/MCRP 3-17.7L Explosives and Demolitions
 2. MCO P8020.10 Marine Corps Ammunition and Explosives Safety Program
 3. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 4. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 5. NAVSEA SW060-AA-MMA-010 Volume 1 Technical Manual Demolition Materials
 6. NAVSEA SW060-AA-MMA-020 Volume 2 Technical Manual Demolition Materials
-

AMMO-CSSO-3103: Conduct Firefighting Operations

SUPPORTED MET(S): 2

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given appropriate fire bills, SOPs, a fire involving ammunition operations, and firefighting equipment.

STANDARD: To minimize damage to personnel, equipment, and the ammunition.

EVENT COMPONENTS:

1. Sound the alarm
2. Evacuate the area of non-essential personnel
3. Account for personnel
4. Identify the specific hazard and location involved
5. Take appropriate action based upon the fire bill, SOPs, documentation, or other reference/directive material until relieved

REFERENCES:

1. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 2. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 3. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
 4. NOSSAINST 8023.11 DON Standard Operating Procedures Development, Implementation, and Maintenance for Ammunition and Explosives
-

AMMO-CSSO-3104: Establish a Field Ammunition Supply Point (FASP)

SUPPORTED MET(S): 2, 3, 4

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given a requirement to establish a FASP and a designated stockage level.

STANDARD: To safely receive, store, and issue Class V.

EVENT COMPONENTS:

1. Conduct Site Survey of potential location
2. Develop a storage plan based upon the mission, terrain, packaging, hazard class/division, and NEW
3. Determine the appropriate T/O and T/E to support operations of the FASP.
4. Coordinate engineer support for FASP construction.
5. Coordinate security requirements.
6. Develop a safety plan and SOP
7. Submit waivers, exemptions, and site approvals as required.

REFERENCES:

1. MCO 5530.14_ Marine Corps Physical Security Program Manual
 2. MCO P8020.10_ Marine Corps Ammunition and Explosives Safety Program
 3. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 4. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 5. NAVSEA SW020-AG-SAF-010 Navy Transportation Safety Manual for Ammunition, Explosives and Related Hazardous Materials
 6. OPNAVINST 8020.14/MCO P8020.11 Department of the Navy Explosives Safety Policy
-

AMMO-EXPS-3201: Conduct Hazard of Electromagnetic Radiation to Ordnance (HERO) Safe Operations

SUPPORTED MET(S): 2, 4

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given ammunition and the requirement to determine HERO susceptibility.

STANDARD: To ensure all event components are completed to promote a HERO safe working environment.

EVENT COMPONENTS:

1. Conduct operations within the scope of the established EMCON bill.
2. Obtain HERO survey
3. Develop an EMCON Bill based on HERO survey.
4. Ensure compliance of EMCON Bill.

REFERENCES:

1. NAVSEA OP 3565, Vol 1 Electromagnetic Radiation Hazards (Hazards to Personnel, Fuel and Other Flammable Material)
2. NAVSEA OP 3565, Vol 2 Electromagnetic Radiation Hazards (Hazards to Ordnance)
3. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
4. NAVSEAINST 8020.7_ Hazards of Electromagnetic Radiation to Ordnance Safety Program

SUPPORT REQUIREMENTS:

EQUIPMENT: HERO Survey, barrier bags, HERO labels, Technical Manual to appropriate munitions, packaging material, EMCON Bill, stenciling ink to mark packaging

OTHER SUPPORT REQUIREMENTS: This is an Environmental and Explosives Safety program. For more information on this subject contact: MARCORSYSCOM, Program Manager for Ammunition, Product Support Division, Environmental and Explosives Safety Team, 2200 Lester Street, Quantico, VA 22134-6050, (703) 432-3157, DSN 378-3157, (703) 432-3109, DSN 378-3109

AMMO-EXPS-3202: Execute Explosive Safety Program

SUPPORTED MET(S): 1, 2, 3, 4

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given a requirement to store ammunition, ammunition handling operations, and personnel and safety equipment.

STANDARD: In accordance with the unit's mission.

EVENT COMPONENTS:

1. Develop Standard Operating Procedures (SOP) for ammunition operations.
2. Verify process and submittal of site approvals, waivers, and exemptions.
3. Ensure all personnel receive safety training and participate in current safety programs
4. Establish a qualification/certification program.
5. Develop a fire prevention program as part of the safety program.
6. Ensure explosive safety regulations are met during ammunition operations.

REFERENCES:

1. DOD 6055.09-M Volumes 1 through 9 Department of Defense Ammunition and Explosives Safety Standards
2. MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order (May 06)
3. MCO 8023.3 Personnel Qualification and Certification Program for Class V Ammunition and Explosives
4. MCO P8020.10 Marine Corps Ammunition and Explosives Safety Program
5. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
6. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
7. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
8. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
9. NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by Motor Vehicle
10. NAVSEA SW023-AH-WHM-010 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
11. NAVSUP P-801 Ammunition - Unserviceable, Suspended and Limited Use

12. NAVSUP PUB 538 Management of Materials Handling Equipment (MHE) and Shipboard Mobile Support Equipment (SMSE)
 13. NOSSAINST 8020.14_ Department of the Navy Shore Station Explosives Safety Compliance Program
 14. NOSSAINST 8023.11_ DON Standard Operating Procedures Development, Implementation, and Maintenance for Ammunition and Explosives
 15. OPNAVINST 8020.14/MCO P8020.11 Department of the Navy Explosives Safety Policy
-

AMMO-EXPS-3203: Store Waste Military Munitions

SUPPORTED MET(S): 2, 4

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given the requirement to store Waste Military Munitions (WMM).

STANDARD: To ensure they are properly stored.

EVENT COMPONENTS:

1. Identify the required storage for WMM (i.e. permitted RCRA storage, Subpart EE storage, Conditionally Exempt (CE) storage, ASP, or less than 90-day hazardous waste storage.
2. Ensure personnel handling WMM receive initial/follow on hazardous waste training as required.
3. Maintain WMM records in accordance with directives.
4. Notify emergency response and environmental office as required when WMM are stored.
5. Conduct inspections of WMM in accordance with directives.
6. Coordinate with Installation Environmental Office and the Designated Disposition Authority (DDA) for proper disposition/treatment.

REFERENCES:

1. CFR 40 Parts 260-265 Code of Federal Regulations - Protection of Environment
2. MCO P5090.2_ Environmental Compliance and Protection Manual
3. MCO P8020.10_ Marine Corps Ammunition and Explosives Safety Program
4. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
5. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
6. NAVSUP P-801 Ammunition - Unserviceable, Suspended and Limited Use
7. Department of Defense Policy to Implement the EPA's Military Munitions Rule

SUPPORT REQUIREMENTS:

OTHER SUPPORT REQUIREMENTS: This is an Environmental and Explosives Safety program. For more information on this subject contact: MARCORSYSCOM, Program Manager for Ammunition, Product Support Division, Environmental and Explosives Safety Team, 2200 Lester Street, Quantico, VA 22134-6050, (703) 432-3157, DSN 378-3157, (703) 432-3109, DSN 378-3109

AMMO-PS-3301: Execute a Physical Security Plan

SUPPORTED MET(S): 2, 3

EVALUATION-CODED: YES SUSTAINMENT INTERVAL: 12 months

CONDITION: Given an ASP/FASP, ammunition, personnel, and equipment.

STANDARD: To prevent theft, tampering, or damage to ammunition.

EVENT COMPONENTS:

1. Determine security requirements for the ASP/FASP.
2. Evaluate the storage conditions.
3. Coordinate ammunition storage security plan with the external security organizations.
4. Implement and enforce required security measures.
5. Conduct drills, inspections, and evaluations of the security program.
6. Refine Security Plan as needed.

REFERENCES:

1. DOD 5100.76-M Department of Defense Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives
 2. MCO 5530.14 Marine Corps Physical Security Program Manual
 3. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 4. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
-

AMMO-RSSI-3401: Prepare Ammunition for Shipment

SUPPORTED MET(S): 1, 2, 4

EVALUATION-CODED: YES SUSTAINMENT INTERVAL: 12 months

CONDITION: Given an ammunition item, requirement to ship, designated shipment method, personnel, and equipment.

STANDARD: Safely transport Ammunition and Explosives.

EVENT COMPONENTS:

1. Receive shipment notification.
2. Identify the ammunition items to be shipped.
3. Determine the mode of shipment.
4. Determine if the shipment is an on-base or off-base event.
5. Determine if the shipment is commercial or tactical.
6. For non-tactical lift, coordinate with external activities (Traffic Management Officer) for required support; (i.e. Government Bill of Lading, blocking and bracing, in transit visibility).
7. For tactical lift coordinate with the lift support provider to determine required support.
8. Ensure that the individual item is packaged to prevent damage, pilferage, or loss in an appropriate container/box/pallet.

9. Ensure that the container/box/pallet is properly blocked and braced based upon the mode of shipment.
10. Ensure package is labeled appropriately.

REFERENCES:

1. CFR 49 Parts 100-185 Code of Federal Regulations - Transportation
2. MCO 8023.3 Personnel Qualification and Certification Program for Class V Ammunition and Explosives
3. MCO P8020.10 Marine Corps Ammunition and Explosives Safety Program
4. MIL-STD-1320 Military Standard - Truck loading of Ammunition and Explosives
5. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
6. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
7. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
8. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
9. NAVSEA SW020-AG-SAF-010 Navy Transportation Safety Manual for Ammunition, Explosives and Related Hazardous Materials
10. NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by Motor Vehicle
11. NAVSEA SW023-AK-SAF-010 Movement and Inspection of Ammunition, Explosives and Related Hazardous Materials by Rail
12. NAVSUP P-801 Ammunition - Unserviceable, Suspended and Limited Use
13. NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage & Issue Sentencing

AMMO-RSSI-3402: Receive/Issue Ammunition

SUPPORTED MET(S): 1, 2

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given applicable documentation, receipt/release document, stock records, and ammunition.

STANDARD: To ensure they are issued or received with 100% process accuracy.

EVENT COMPONENTS:

1. 1 Receive the receipt/release document.
2. 2 Locate the ammunition associated with the document by DODIC, Lot Number, NSN, condition code, and serial number if applicable.
3. 3 Conduct inventory of the ammunition involved prior to the issue or receipt action.
4. 4 For an Issue, remove appropriate DODIC, Qty, Lot Number from the stack based on the document.
5. 5 For a Receipt, conduct inventory of the items to be returned to stock.
6. 6 Conduct a final inventory of the ammunition involved in the Issue/Receipt action.
7. 7 Ensure the custody transfer is completed in accordance with current directives.

REFERENCES:

1. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. MCO P4400.151_ Intermediate-Level Supply Management Policy Manual
4. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
5. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
6. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
7. UM 4400-124 SASSY Using Unit Procedures
8. USMC Field Return CD U.S. Marine Corps Field-Return Ammunition Inspection Guide

AMMO-RSSI-3403: Store Ammunition

SUPPORTED MET(S): 1, 2, 3, 4

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given an ammunition stockpile, designated mission, personnel, and equipment.

STANDARD: To ensure ammunition is stored IAW regulations.

EVENT COMPONENTS:

1. Ensure that NEW and compatibility are in compliance with and do not exceed the Site Plan.
2. Develop Fire Map/Bill.
3. Store ammunition by compatibility, lot number, condition code, DODIC, and defect code.
4. Conduct magazine inspections as required by the references.
5. Conduct housekeeping operations as required by the references.
6. Conduct MHE/CHE operations.
7. Post Hazard Class and Division along with Max NEW for individual storage area.
8. Ensure storage SOP is adhered to.

REFERENCES:

1. MCO 8015.3 Marine Corps Class V(W) Physical Inventory Control Program (PICP)
2. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
3. MCO P8020.10_ Marine Corps Ammunition and Explosives Safety Program
4. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
5. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
6. NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by Motor Vehicle
7. NOSSAINST 8023.11_ DON Standard Operating Procedures Development, Implementation, and Maintenance for Ammunition and Explosives

3004. 5000-LEVEL EVENTS

AMMO-CSSO-5001: Plan Ammunition Support Operations

SUPPORTED MET(S): None

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given a designated mission and ammunition requirements.

STANDARD: That supports the mission(s)

EVENT COMPONENTS:

1. Conduct deliberate planning for the ammunition support plan.
2. Develop an ammunition support plan annex to the operation order.
3. Request release of Class V(W) War Reserve Stocks if required.
4. Requisition Class V (W) assets.
5. Coordinate initial receipt of stocks and distribute as requested.
6. Coordinate with the MAGTF HQ for the initial combat load out for the operational forces as required.
7. Coordinate ammunition re-supply procedures with higher HQ's
8. Receive a service support mission.
9. Receive ammunition requirements

REFERENCES:

1. FM 4-30.1 Munitions Distribution in the Theater of Operations
2. JOPES Joint Operation Planning and Execution System (JOPES) Users Manual
3. MCO 4400.39 War Reserve Materiel Policy
4. MCO 8000.7 Marine Corps Capabilities-Based Munitions Requirements (MCCBMR) Program
5. MCO P8020.10 Marine Corps Ammunition and Explosives Safety Program
6. MCWP 4-11.9 Ammunition Logistics
7. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
8. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training

AMMO-PLAN-5101: Coordinate inter-theater movement of ammunition in support of contingency operations

SUPPORTED MET(S): 2, 3

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given a mission, support from Marine Corps Systems Command and other support commands.

STANDARD: To ensure ammunition is provided to support operating forces.

EVENT COMPONENTS:

1. Identify and Provide operating force requirements to higher headquarters and/or MARCORSYSCOM to determine sourcing and asset availability. Request notification of shortfalls.
2. Submit operating force requirements to the supported COCOM for movement and planning purposes.
3. Review Time-Phased Force Deployment Data (TPFDD) Letters of Instruction (LOI)
4. Provide TPFDD info to Marine Forces planners for input into the Joint Operational Planning and Execution System (JOPEs)
5. Monitor Working Plan Identifiers (PID) for each respective Plan.
6. Identify operational plan objectives, ports of embarkation, and ports of debarkation to subordinate commands and MARCORSYSCOM.
7. Coordinate movement requirements of ammunition with COCOM, MARCORSYSCOM, JMTCA, SMCA, and subordinate commands.

REFERENCES:

1. FM 4-30.1 Munitions Distribution in the Theater of Operations
 2. Joint Munitions Transportation Coordinating Activity (JMTCA)
 3. Joint Planning and Execution System (JOPEs)
-

AMMO-PLAN-5102: Develop Operational Plan.

SUPPORTED MET(S): None

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given guidance from higher headquarters.

STANDARD: That supports assigned missions.

EVENT COMPONENTS:

1. Validate support personnel and equipment requirements.
2. Identify possible ammunition common item support as required.
3. Identify possible coalition ammunition support requirements as required.
4. Develop ammunition requirements based on duration, T/O and T/E.
5. Identify critical ammunition.
6. Determine constrained ammunition.
7. Determine logistics support requirements.
8. Identify possible inter-service transfer of assets as required.
9. Identify possible foreign military ammunition support requirements as required.

REFERENCES:

1. FM 4-30.1 Munitions Distribution in the Theater of Operations
2. MCO 4400.39 War Reserve Materiel Policy
3. MCO 8000.7 Marine Corps Capabilities-Based Munitions Requirements (MCCBMR) Program
4. MCO 8010.1_ Class V (W) Planning Factors for Fleet Marine Force Combat Operations
5. MCO P8020.10_ Marine Corps Ammunition and Explosives Safety Program
6. MCWP 4-11.9 Ammunition Logistics
7. Global Transportation Network (GTN) System

8. Joint Munitions Transportation Coordinating Activity (JMTCA)
 9. Joint Planning and Execution System (JOPES)
 10. Joint Total Asset Visibility (JTAV)
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AMMO T&R MANUAL

CHAPTER 4

MOS 2311 INDIVIDUAL EVENTS

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AMMO T&R MANUAL

CHAPTER 4

MOS 2311 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to Ammunition Technician. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 2311-ADMN-1001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 23 or Ammunition Technician MOS 2311). This chapter contains 2311 events.

b. The second four alpha characters represent the functional or duty area (e.g., ADMN - Administration). Functional areas for Ammunition Technicians are:

ADMN	Administrative Functions
CSSO	Combat Service Support Operations
EXPS	Explosives Safety
PLAN	Planning
RSSI	Receipt, Segregate, Store and Issue
PS	Physical Security

c. The last four digits represent the task level and numerical sequencing. The Ammunition Technician individual training events are separated into two task levels:

1000	- Core Skills (initial MOS training conducted at formal schools)
2000	- Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

Every individual event has a numerical identifier from 001 to 999.

4002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
1000 LEVEL		
2311-ADMN-1001	Process Ammunition Documentation	4-4
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2311-CSSO-1001	Prevent Fires in an Ammunition Storage Area	4-6
2311-CSSO-1002	Perform Combat Disposal Operations	4-7
2311-RSSI-1001	Store ammunition	4-7
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2311-RSSI-1004	Prepare ammunition for shipment	4-9
2311-RSSI-1005	Inspect Ammunition Vehicles	4-10
2311-RSSI-1006	Issue Ammunition	4-11
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2000 LEVEL		
2311-ADMN-2001	Utilize ammunition automated systems	4-13
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2311-CSSO-2001	Establish a Field Ammunition Supply Point (FASP)	4-18
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2311-EXPS-2001	Manage an Explosives Safety Program	4-20
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2311-RSSI-2001	Manage Ammunition Supply Point (ASP) Operations	4-23
2311-RSSI-2002	Certify ammunition for shipment	4-25
2311-RSSI-2003	Certify Ammunition Vehicles	4-25

4003. 1000-LEVEL EVENTS

2311-ADMN-1001: Process Ammunition Documentation

EVALUATION-CODED: YES SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition requirement, computer assets with internet access, administrative supplies, and references.

STANDARD: To ensure 100% accuracy.

PERFORMANCE STEPS:

1. Process requisition documentation.
2. Process receipt documentation.
3. Process issue documentation.

REFERENCES:

1. DOD 4000.25-1-M Military Standard Requisitioning and Issue Procedures (MILSTRIP)
 2. DOD 4000.25-2-M Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)
 3. DOD 4140.1-R DOD Supply Chain Materiel Management Regulation
 4. MCO P4400.150_ Consumer Level Supply Policy Manual
 5. MCO P4400.151_ Intermediate-Level Supply Management Policy Manual
 6. NAVSUP P-801 Ammunition - Unserviceable, Suspended and Limited Use
 7. UM 4400-124 SASSY Using Unit Procedures
-

2311-ADMN-1002: Establish Ammunition Stock Records

EVALUATION-CODED: YES SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given receipt documentation, inventory reports, blank NAVMC 10774 and/or an automated system, and references.

STANDARD: To ensure 100% accountability of ammunition.

PERFORMANCE STEPS:

1. Establish records system.
2. Process transactions.
3. Maintain records system.

REFERENCES:

1. DOD 4000.25-1-M Military Standard Requisitioning and Issue Procedures (MILSTRIP)
 2. DOD 4000.25-2-M Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)
 3. DOD 4140.1-R DOD Supply Chain Materiel Management Regulation
 4. MCO P4400.150_ Consumer Level Supply Policy Manual
 5. MCO P4400.151_ Intermediate-Level Supply Management Policy Manual
 6. NAVSUP P-801 Ammunition - Unserviceable, Suspended and Limited Use
 7. UM 4400-124 SASSY Using Unit Procedures
-

2311-ADMN-1003: Prepare Ammunition Reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, ammunition records and data, administrative supplies, and references.

STANDARD: To ensure all required data is documented in the appropriate format, and submitted within prescribed timelines.

PERFORMANCE STEPS:

1. Determine type of report.
2. Compile data.
3. Submit report.

REFERENCES:

1. MCO 5530.14_ Marine Corps Physical Security Program Manual
 2. MCO 8000.7 Marine Corps Capabilities-Based Munitions Requirements (MCCBMR) Program
 3. MCO 8025.1_ Class V (W) Malfunction and Defect Reporting
 4. MCO P4400.150_ Consumer Level Supply Policy Manual
 5. MCO P4400.151_ Intermediate-Level Supply Management Policy Manual
 6. MCO P8020.10_ Marine Corps Ammunition and Explosives Safety Program
-

2311-ADMN-1004: Process ammunition messages

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: All messages to include Ammunition Information Notices (AIN), Notice of Ammunition Reclassifications (NAR) and Overhead Fire (OHF).

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Notice of Ammunition Reclassification (NAR) message, AIN/OHF, stock records, administrative supplies, and references.

STANDARD: To ensure proper condition codes are assigned to the stock records.

PERFORMANCE STEPS:

1. Review ammunition reclassification/information messages.
2. Process ammunition reclassification notices.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
 2. MCO P4400.151_ Intermediate-Level Supply Management Policy Manual
 3. NAVSUP P-801 Ammunition - Unserviceable, Suspended and Limited Use
 4. UM 4400-124 SASSY Using Unit Procedures
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2311-CSSO-1001: Prevent Fires in an Ammunition Storage Area

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 1 month

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the appropriate fire bills, ammunition, an ammunition storage area, firefighting equipment, appropriate communication assets, and references.

STANDARD: To ensure safety of ammunition and accountability of personnel.

PERFORMANCE STEPS:

1. Maintain housekeeping.
2. Maintain vegetation control.
3. Maintain firefighting equipment.
4. Extinguish fires, if applicable.

REFERENCES:

1. MCO P8020.10_ Marine Corps Ammunition and Explosives Safety Program
 2. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 3. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 4. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
 5. NOSSAINST 8023.11_ DON Standard Operating Procedures Development, Implementation, and Maintenance for Ammunition and Explosives
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2311-CSSO-1002: Perform Combat Disposal Operations

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 1 month

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ammunition, demolition material, disposal tools, safe disposal area, and references.

STANDARD: To ensure proper disposal of ammunition.

PERFORMANCE STEPS:

1. Perform disposal operations.
2. Verify ordnance disposal.
3. Complete administrative requirements.

REFERENCES:

1. FM 3-34.214/MCRP 3-17.7L Explosives and Demolitions
 2. MCO P8020.10 Marine Corps Ammunition and Explosives Safety Program
 3. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 4. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 5. NAVSEA SW060-AA-MMA-010 Volume 1 Technical Manual Demolition Materials
 6. NAVSEA SW060-AA-MMA-020 Volume 2 Technical Manual Demolition Materials
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2311-RSSI-1001: Store Ammunition

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ammunition, appropriate forms, ammunition storage area, appropriate logistical support, automated systems, and references.

STANDARD: Without compromising storage, accountability, and safety requirements.

PERFORMANCE STEPS:

1. Receive appropriate documentation.
2. Process ammunition.
3. Complete administrative requirements.

REFERENCES:

1. MCO 5530.14 Marine Corps Physical Security Program Manual

2. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 3. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 4. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
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2311-RSSI-1002: Inventory Ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a storage area, ammunition, inventory forms, stock records, required documentation, automated systems, and references.

STANDARD: To accurately account for ammunition.

PERFORMANCE STEPS:

1. Identify ammunition.
2. Inventory ammunition.
3. Complete applicable administrative requirements.

REFERENCES:

1. DOD 5100.76-M Department of Defense Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives
 2. MCO 5530.14_ Marine Corps Physical Security Program Manual
 3. MCO 8015.3 Marine Corps Class V(W) Physical Inventory Control Program (PICP)
 4. MCO P4400.150_ Consumer Level Supply Policy Manual
 5. MCO P4400.151_ Intermediate-Level Supply Management Policy Manual
 6. UM 4400-124 SASSY Using Unit Procedures
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2311-RSSI-1003: Inspect Ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Field Return Inspection Guide, ammunition components, packaging materials, and references.

STANDARD: To identify serviceability, nomenclature, DODIC, and NSN, hazard class/division, compatibility group, and security risk category.

PERFORMANCE STEPS:

1. Identify the general characteristics.
2. Utilize reference material to match characteristics.
3. Determine serviceability.
4. Process documentation.

REFERENCES:

1. DOD 5100.76-M Department of Defense Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives
2. DOD 6055.09-M Volumes 1 through 9 Department of Defense Ammunition and Explosives Safety Standards
3. MCO 5530.14 Marine Corps Physical Security Program Manual
4. MCO P5090.2 Environmental Compliance and Protection Manual
5. MCO P8020.10 Marine Corps Ammunition and Explosives Safety Program
6. MIL-STD-1168 Department of Defense Standard Practice - Ammunition Lot Numbering and Ammunition Data Card
7. MIL-STD-129 Department of Defense Standard Practice - Military Marking for Shipment and Storage
8. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
9. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
10. NAVSUP P-801 Ammunition - Unserviceable, Suspended and Limited Use
11. NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage & Issue Sentencing
12. ORDAMMO-813-3.7 Packaging Digest for Marine Corps Class V(W) Material
13. USMC Field Return CD U.S. Marine Corps Field-Return Ammunition Inspection Guide
14. TM 43 Series

2311-RSSI-1004: Prepare ammunition for shipment

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: The Ammunition Technician will prepare ammunition for shipment via air, motor vehicle, sea and/or rail.

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ammunition requirement, ammunition, appropriate logistical items, safety equipment, and references.

STANDARD: Ensuring ammunition is correctly prepared for respective transportation mode IAW CFR 49.

PERFORMANCE STEPS:

1. Prepare load.
2. Complete administrative requirements.

REFERENCES:

1. CFR 40 Parts 260-265 Code of Federal Regulations - Protection of Environment
 2. CFR 49 Parts 100-185 Code of Federal Regulations - Transportation
 3. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
 4. MCO P4030.19_ Preparing Hazardous Materials for Military Air Shipments
 5. MCO P5090.2_ Environmental Compliance and Protection Manual
 6. MIL-STD-129_ Department of Defense Standard Practice - Military Marking for Shipment and Storage
 7. MIL-STD-1320_ Military Standard - Truck loading of Ammunition and Explosives
 8. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 9. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
 10. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
 11. ORDAMMO-813-3.7 Packaging Digest for Marine Corps Class V(W) Material
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2311-RSSI-1005: Inspect Ammunition Vehicles

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given requirement for ammunition transportation, appropriate logistical equipment, administrative supplies, and references.

STANDARD: To ensure vehicles are safe for the transportation of ammunition, loaded correctly, and all required documentation completed.

PERFORMANCE STEPS:

1. Verify driver qualifications.
2. Inspect vehicle prior to loading.
3. Inspect loaded vehicles.
4. Complete administrative requirements.

REFERENCES:

1. CFR 49 Parts 100-185 Code of Federal Regulations - Transportation
2. MCO 5530.14_ Marine Corps Physical Security Program Manual
3. MCO P4030.19_ Preparing Hazardous Materials for Military Air Shipments
4. MCO P8020.10_ Marine Corps Ammunition and Explosives Safety Program
5. MIL-STD-129_ Department of Defense Standard Practice - Military Marking for Shipment and Storage

6. MIL-STD-1320_ Military Standard - Truck loading of Ammunition and Explosives
 7. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 8. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
 9. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
 10. NAVSEA SW020-AG-SAF-010 Navy Transportation Safety Manual for Ammunition, Explosives and Related Hazardous Materials
 11. NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by Motor Vehicle
 12. ORDAMMO-813-3.7 Packaging Digest for Marine Corps Class V(W) Material
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2311-RSSI-1006: Issue Ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given applicable documentation, ammunition, and references.

STANDARD: With 100% accuracy.

PERFORMANCE STEPS:

1. Receive receipt/release document from stock control.
2. Transfer custody of ammunition to authorized requesting unit representative.
3. Return completed receipt/release document to stock control.

REFERENCES:

1. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
 2. MCO P4400.150_ Consumer Level Supply Policy Manual
 3. MCO P4400.151_ Intermediate-Level Supply Management Policy Manual
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2311-RSSI-1007: Receive Ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given applicable documentation, ammunition, and references.

STANDARD: With 100% accuracy.

PERFORMANCE STEPS:

1. Receive ammunition and receipt/release document from supported activity.
2. Return ammunition to stock/supporting activity.
3. Complete administrative requirements.

REFERENCES:

1. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
 2. MCO P4400.150_ Consumer Level Supply Policy Manual
 3. MCO P4400.151_ Intermediate-Level Supply Management Policy Manual
 4. MCO P8020.10_ Marine Corps Ammunition and Explosives Safety Program
 5. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
 6. USMC Field Return CD U.S. Marine Corps Field-Return Ammunition Inspection Guide
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4004. 2000-LEVEL EVENTS

2311-ADMN-2001: Utilize ammunition automated systems

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 1 month

MOS PERFORMING: 2311

BILLETS: Battalion Ammunition Chief, CLR/CLB Ammunition Chief, Liaison Officer, MARFOR Ammunition Chief, MEF Ammunition Chief, MEU Ammunition Chief, Major Subordinate Command Ammunition Chief, Major Subordinate Command Ammunition Tech, Records Chief Ammunition Supply Point, Regimental Ammunition Chief, TECOM SNCOIC

GRADES: CPL, SGT

INITIAL TRAINING SETTING:

CONDITION: Given a requirement and the references.

STANDARD: To maintain records in support of assigned missions.

PERFORMANCE STEPS:

1. Process ammunition transactions.
2. Forecast known locations.
3. Maintain stockage objectives.
4. Process ammunition reports.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
 2. MCO P4400.151_ Intermediate-Level Supply Management Policy Manual
 3. UM 4400-124 SASSY Using Unit Procedures
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2311-ADMN-2002: Compute Ammunition Combat Requirements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

BILLETS: Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Regimental Ammunition Chief

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Table of Organization and Equipment (TO&E), computer assets with internet access, administrative supplies, and references.

STANDARD: To support operational needs in accordance with Marine Corps Warfighting (MCWP) Publication 4-11.9, Chapter 3.

PERFORMANCE STEPS:

1. Determine weapons type ammunition requirements by unit.
2. Determine non-weapons type ammunition requirements by unit.
3. Compile total requirements.
4. Submit computed requirements for validation.

REFERENCES:

1. MCO 8010.1_ Class V(W) Planning Factors for Fleet Marine Force Combat Operations
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2311-ADMN-2003: Execute the Munitions Disposition Process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

BILLETS: ASP Ammunition Tech, Battalion Ammunition Chief, Battalion Ammunition Tech, Company Ammunition Tech, Records Clerk Ammunition Supply Point, Regimental Ammunition Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a disposition requirement, personnel, logistical support, and references.

STANDARD: To ensure ammunition operations are executed in accordance with disposition instructions.

PERFORMANCE STEPS:

1. Request disposition instructions.
2. Coordinate logistical support.
3. Perform disposition of ammunition.
4. Complete documentation.

REFERENCES:

1. CFR 40 Parts 260-265 Code of Federal Regulations - Protection of Environment
 2. MCO P5090.2_ Environmental Compliance and Protection Manual
 3. MCO P8020.10_ Marine Corps Ammunition and Explosives Safety Program
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2311-ADMN-2004: Maintain an Ammunition Qualification and Certification Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

BILLETS: Base ESO Officer/SNCO, Battalion Ammunition Chief, Battery Ammunition Tech, CLR/CLB Ammunition Tech, Company Ammunition Tech, MEF

Ammunition Chief, Major Subordinate Command Ammunition Chief, Operations Chief, Regimental Ammunition Chief, SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement for a Qualification/Certification Program, appointment letter, applicable administrative supplies, computer assets, personnel, and references.

STANDARD: To ensure Marines are qualified and certified to conduct ammunition operations.

PERFORMANCE STEPS:

1. Review qualifications.
2. Certify individuals at appropriate levels.

REFERENCES:

1. MCO 5530.14_ Marine Corps Physical Security Program Manual
2. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
3. MCO P8020.10_ Marine Corps Ammunition and Explosives Safety Program

2311-ADMN-2005: Manage ammunition automated systems

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

BILLETS: CLR/CLB Ammunition Chief, MARFOR Ammunition Tech, MEF Ammunition Chief, MEU Ammunition Chief, Major Subordinate Command Ammunition Chief, Operations Chief, Records Chief Ammunition Supply Point

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and references.

STANDARD: In order to accurately manage resources in support of assigned missions.

PERFORMANCE STEPS:

1. Screen ammunition transactions.
2. Verify stockage objectives.
3. Process ammunition reports.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
 2. MCO P4400.151_ Intermediate-Level Supply Management Policy Manual
 3. UM 4400-124 SASSY Using Unit Procedures
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2311-ADMN-2006: Execute Strategic Movement of Ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

BILLETS: Battalion Ammunition Chief, MARFOR Ammunition Chief, MEF Ammunition Chief, MEU Ammunition Chief, Major Subordinate Command Ammunition Chief, Regimental Ammunition Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, references, and logistical support.

STANDARD: To ensure support is provided to the operating forces.

PERFORMANCE STEPS:

1. Review requirement.
2. Plan logistical support.
3. Submit logistical requirements.
4. Monitor movement of ammunition.
5. Provide required reports.

REFERENCES:

1. MCO 4400.39 War Reserve Materiel Policy
 2. Global Transportation Network (GTN) System
 3. Joint Munitions Transportation Coordinating Activity (JMTCA)
 4. Joint Planning and Execution System (JOPES)
 5. Joint Total Asset Visibility (JTAV)
-

2311-ADMN-2007: Execute Marine Corps Ammunition Liaison Duties

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Coordinate efforts associated with the USMC munitions stockpile as an Ammunition Liaison (MARCORSYSCOM, TECOM, and MCCDC CD&I).

MOS PERFORMING: 2311

BILLETS: Liaison Officer

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the responsibility to represent Marine Corps Class V(W) interests at non-USMC storage activities and Letter of Instruction.

STANDARD: So that all tasks are completed as directed.

PERFORMANCE STEPS:

1. Represent the Program Manager for Ammunition; MARCOSYSCOM on all logistic management functions concerning the life cycle management of Marine Corps owned ammunition, including ground launched guided missiles.
2. Advise commander of the host activity on all matters pertaining to Marine Corps owned ammunition, including ground launched guided missiles.
3. Monitor incoming shipments from users, other storage sites and from production.
4. Ensure that adequate storage and inspection arrangements have been made.
5. Monitor shipping instructions provided to the host activity by MARCOSYSCOM (AM).
6. Schedule materiel inventories.
7. Monitor all Notices of Ammunition Reclassification (NAR) Ammunition Information Notices (AIN) and Naval Sea Systems Command Instructions (NAVSEAINST).
8. Monitor the progress on any Marine Corps funded projects.
9. Assist in the formulation of plans and instructions for the inspection, test, rework, modification and retrofitting of materiel in stock and for out-loading in support of contingency plans.
10. Monitor and execute disposition of Marine Corps materiel.
11. Furnish MARCOSYSCOM (AM) or other Marine Corps activities data as appropriate.
12. Maintain current files of all DoD, Marine Corps and other Service directives, technical publications and correspondence required.

REFERENCES:

1. LOI FOR MARCOSYSCOM Letter of Instruction for Marine Corps Systems Command Program Manager for Ammunition Liaison Officers
2. MARFORCOMO 4000.10_/MARFORPACO 4080.2_ Landing Force Operational Reserve Materiel
3. MCO 4400.39 War Reserve Materiel Policy
4. NAVMC 2907 Prepositioning Objective for Maritime Preposition Force and Marine Corps Preposition Program - Norway
5. NAVSUP P-801 Ammunition - Unserviceable, Suspended and Limited Use

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.

2311-ADMN-2008: Supervise Ammunition Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a local SOP, ammunition allocation, appropriate forms, computer asset with internet access, administrative supplies, personnel, logistical support and references.

STANDARD: So that all tasks are completed as directed, without compromising storage, accountability, safety and security requirements.

PERFORMANCE STEPS:

1. Supervise receipt of ammunition.
2. Supervise storage of ammunition.
3. Supervise issue of ammunition.
4. Supervise safety.
5. Supervise security.
6. Complete administrative requirements.

REFERENCES:

1. MCO 5530.14 Marine Corps Physical Security Program Manual
2. MCO 8015.3 Marine Corps Class V(W) Physical Inventory Control Program (PICP)
3. MCO P8020.10 Marine Corps Ammunition and Explosives Safety Program
4. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
5. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
6. NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by Motor Vehicle
7. NAVSEA SW023-AH-WHM-010 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
8. NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage & Issue Sentencing
9. NAVSUP PUB 538 Management of Materials Handling Equipment (MHE) and Shipboard Mobile Support Equipment (SMSE)
10. NOSSAINST 8020.14 Department of the Navy Shore Station Explosives Safety Compliance Program
11. NOSSAINST 8023.11 DON Standard Operating Procedures Development, Implementation, and Maintenance for Ammunition and Explosives
12. UM 4400-124 SASSY Using Unit Procedures
13. USMC Field Return CD U.S. Marine Corps Field-Return Ammunition Inspection Guide

2311-CSSO-2001: Establish a Field Ammunition Supply Point (FASP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 1 month

DESCRIPTION: Including: Field Ammunition Supply Point (FASP) and Basic Load Ammunition Holding Area (BLAHA).

MOS PERFORMING: 2311

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a mission, list of ammunition requirements, and references.

STANDARD: That meets the operational, safety, and logistic concerns of the training event or contingency.

PERFORMANCE STEPS:

1. Select an adequate field storage site.
2. Determine logistical support requirements.
3. Design FASP.
4. Submit requirements.

REFERENCES:

1. MCO 5530.14_ Marine Corps Physical Security Program Manual
 2. MCO P8020.10_ Marine Corps Ammunition and Explosives Safety Program
 3. NAVSEA OP 3565, Vol 1 Electromagnetic Radiation Hazards (Hazards to Personnel, Fuel and Other Flammable Material)
 4. NAVSEA OP 3565, Vol 2 Electromagnetic Radiation Hazards (Hazards to Ordnance)
 5. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 6. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 7. NOSSAINST 8023.11_ DON Standard Operating Procedures Development, Implementation, and Maintenance for Ammunition and Explosives
 8. OPNAVINST 8020.14/MCO P8020.11 Department of the Navy Explosives Safety Policy
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2311-CSSO-2002: Manage Combat Disposal Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given ammunition, demolition material, disposal tools, safe disposal area, and personnel.

STANDARD: To ensure proper disposal of ammunition.

PERFORMANCE STEPS:

1. Verify ammunition and explosives disposal.
2. Verify administrative requirements are complete.

REFERENCES:

1. FM 3-34.214/MCRP 3-17.7L Explosives and Demolitions
 2. MCO P8020.10_ Marine Corps Ammunition and Explosives Safety Program
 3. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 4. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 5. NAVSEA SW060-AA-MMA-010 Volume 1 Technical Manual Demolition Materials
 6. NAVSEA SW060-AA-MMA-020 Volume 2 Technical Manual Demolition Materials
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2311-EXPS-2001: Manage an Explosives Safety Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

BILLETS: ASP Ammunition Tech, Base ESO Officer/SNCO, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, CLR/CLB Ammunition Chief, Company Ammunition Tech, Liaison Officer, Major Subordinate Command Ammunition Tech, Regimental Ammunition Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition storage area, personnel, applicable logistical supplies, and references.

STANDARD: To ensure the safe conduct of ammunition operations.

PERFORMANCE STEPS:

1. Review safety program.
2. Publish safety regulations.
3. Conduct safety training.
4. Submit recommendations for revisions.

REFERENCES:

1. DOD 6055.09-M Volumes 1 through 9 Department of Defense Ammunition and Explosives Safety Standards
 2. MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order (May 06)
 3. MCO 8023.3 Personnel Qualification and Certification Program for Class V Ammunition and Explosives
 4. MCO P8020.10 Marine Corps Ammunition and Explosives Safety Program
 5. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 6. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 7. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
 8. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
 9. NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by Motor Vehicle
 10. NAVSEA SW023-AH-WHM-010 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
 11. NAVSUP P-801 Ammunition - Unserviceable, Suspended and Limited Use
 12. NAVSUP PUB 538 Management of Materials Handling Equipment (MHE) and Shipboard Mobile Support Equipment (SMSE)
 13. NOSSAINST 8020.14 Department of the Navy Shore Station Explosives Safety Compliance Program
 14. NOSSAINST 8023.11 DON Standard Operating Procedures Development, Implementation, and Maintenance for Ammunition and Explosives
 15. OPNAVINST 8020.14/MCO P8020.11 Department of the Navy Explosives Safety Policy
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2311-EXPS-2002: Manage Waste Military Munitions

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, munitions, storage area, applicable logistical support, and references.

STANDARD: To ensure they are properly stored and disposed of in accordance with local, state and federal regulations.

PERFORMANCE STEPS:

1. Coordinate with Installation Environmental Office and the Designated Disposal Agent (DDA).
2. Execute disposal.
3. Document administrative requirements.
4. Submit administrative documents.

REFERENCES:

1. CFR 40 Parts 260-265 Code of Federal Regulations - Protection of Environment
 2. MCO P5090.2 Environmental Compliance and Protection Manual
 3. MCO P8020.10 Marine Corps Ammunition and Explosives Safety Program
 4. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 5. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
 6. NAVSUP P-801 Ammunition - Unserviceable, Suspended and Limited Use
 7. Department of Defense Policy to Implement the EPA's Military Munitions Rule
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2311-EXPS-2003: Manage the Hazards of Electromagnetic Radiation to Ordnance (HERO) Program

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

BILLETS: ASP Ammunition Tech, Base ESO Officer/SNCO, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, CLR/CLB Ammunition Chief, Company Ammunition Tech, Liaison Officer, Major Subordinate Command Ammunition Tech, Regimental Ammunition Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ammunition, the potential hazard for electromagnetic radiation, and references.

STANDARD: To ensure ammunition is safely stored, handled and transported.

PERFORMANCE STEPS:

1. Verify identification of munitions requiring HERO protection.
2. Review HERO survey.
3. Review Emissions Control (EMCON) Bill.
4. Publish EMCON Bill requirements.
5. Inspect compliance of EMCON Bill.

REFERENCES:

1. NAVSEA OP 3565, Vol 1 Electromagnetic Radiation Hazards (Hazards to Personnel, Fuel and Other Flammable Material)
 2. NAVSEA OP 3565, Vol 2 Electromagnetic Radiation Hazards (Hazards to Ordnance)
 3. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 4. NAVSEAINST 8020.7_ Hazards of Electromagnetic Radiation to Ordnance Safety Program
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2311-PLAN-2001: Develop Site Plans

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, and references.

STANDARD: To produce a site plan for ammunition operations, in accordance with DOD 6055.9.

PERFORMANCE STEPS:

1. Review current site plan (if applicable).
2. Identify requirements.
3. Draft site plan.
4. Submit for approval.

REFERENCES:

1. DOD 5100.76-M Department of Defense Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives
 2. DOD 6055.09-M Volumes 1 through 9 Department of Defense Ammunition and Explosives Safety Standards
 3. MCO 5530.14 Marine Corps Physical Security Program Manual
 4. MCO P8020.10 Marine Corps Ammunition and Explosives Safety Program
 5. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 6. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 7. OPNAVINST 8020.14/MCO P8020.11 Department of the Navy Explosives Safety Policy
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2311-PLAN-2002: Review Class V(W) Prepositioning Objectives (PO) in support of Current Operations/Forward Presence R

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

BILLETS: Liaison Officer, MARFOR Ammunition Chief, MARFOR Plans Chief, MCCDC SNCOIC, MEF Ammunition Chief, Major Subordinate Command Ammunition Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the Total Munitions Requirement (TMR), and references.

STANDARD: To ensure ammunition is available to support contingency operations.

PERFORMANCE STEPS:

1. Review TMR.
2. Identify requirement shortfalls.
3. Source requirement shortfalls.
4. Submit required reports.

REFERENCES:

1. MARFORCOMO 4000.10_/MARFORPACO 4080.2_ Landing Force Operational Reserve Materiel
2. MCO 4400.39 War Reserve Materiel Policy
3. MCO 8000.7 Marine Corps Capabilities-Based Munitions Requirements (MCCBMR) Program
4. NAVMC 2907 Prepositioning Objective for Maritime Preposition Force and Marine Corps Preposition Program - Norway

2311-RSSI-2001: Manage Ammunition Supply Point (ASP) Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The individual is responsible for managing the following: accountability of receipt, storage, segregation, issue and preparation of ammunition to include management of the sentencing program, security program, and facilities.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition storage area, ammunition, personnel, appropriate logistical supplies administrative supplies, and references.

STANDARD: To ensure accountability, safety of personnel and timely ammunition support.

PERFORMANCE STEPS:

1. Manage the storage of ammunition.
2. Determine requirements.
3. Implement corrective actions, if required.
4. Ensure standard operating procedures (SOP) for ammunition operations are developed, reviewed, updated as required and followed.

REFERENCES:

1. DOD 5100.76-M Department of Defense Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives
2. DOD 6055.09-M Volumes 1 through 9 Department of Defense Ammunition and Explosives Safety Standards
3. MCO 5530.14 Marine Corps Physical Security Program Manual
4. MCO 8015.3 Marine Corps Class V(W) Physical Inventory Control Program (PICP)
5. MCO 8023.3 Personnel Qualification and Certification Program for Class V Ammunition and Explosives
6. MCO P4400.151 Intermediate-Level Supply Management Policy Manual
7. MCO P5090.2 Environmental Compliance and Protection Manual
8. MCO P8020.10 Marine Corps Ammunition and Explosives Safety Program
9. NAVSEA OP 3565, Vol 1 Electromagnetic Radiation Hazards (Hazards to Personnel, Fuel and Other Flammable Material)
10. NAVSEA OP 3565, Vol 2 Electromagnetic Radiation Hazards (Hazards to Ordnance)
11. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
12. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
13. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
14. NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by Motor Vehicle
15. NAVSEA SW023-AH-WHM-010 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
16. NAVSUP P-801 Ammunition - Unserviceable, Suspended and Limited Use
17. NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage & Issue Sentencing
18. NAVSUP PUB 538 Management of Materials Handling Equipment (MHE) and Shipboard Mobile Support Equipment (SMSE)
19. NOSSAINST 8020.14 Department of the Navy Shore Station Explosives Safety Compliance Program
20. NOSSAINST 8023.11 DON Standard Operating Procedures Development, Implementation, and Maintenance for Ammunition and Explosives
21. OPNAVINST 8020.14/MCO P8020.11 Department of the Navy Explosives Safety Policy
22. UM 4400-124 SASSY Using Unit Procedures

2311-RSSI-2002: Certify ammunition for shipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Ammunition Technician will "Certify" ammunition for shipment via air, motor vehicle, sea and/or rail.

MOS PERFORMING: 2311

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ammunition requirement, ammunition, logistical items, safety equipment, and references.

STANDARD: Ensure ammunition is correctly "certified" for respective transportation mode IAW CFR 49.

PERFORMANCE STEPS:

1. Inspect prepared load.
2. Complete administrative requirements.

REFERENCES:

1. CFR 40 Parts 260-265 Code of Federal Regulations - Protection of Environment
 2. CFR 49 Parts 100-185 Code of Federal Regulations - Transportation
 3. MCO 8023.3 Personnel Qualification and Certification Program for Class V Ammunition and Explosives
 4. MCO P4030.19 Preparing Hazardous Materials for Military Air Shipments
 5. MCO P5090.2 Environmental Compliance and Protection Manual
 6. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 7. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 8. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
 9. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
 10. NAVSEA SW020-AG-SAF-010 Navy Transportation Safety Manual for Ammunition, Explosives and Related Hazardous Materials
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2311-RSSI-2003: Certify Ammunition Vehicles

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 2311

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to inspect A&E vehicles for ground transportation.

STANDARD: To ensure vehicles are safe for the transportation of ammunition, loaded correctly, and all required documentation completed.

PERFORMANCE STEPS:

1. Verify driver qualifications.

2. Inspect vehicle prior to loading.
3. Inspect loaded vehicles.
4. Certify vehicle for transportation.

REFERENCES:

1. CFR 40 Parts 260-265 Code of Federal Regulations - Protection of Environment
 2. CFR 49 Parts 100-185 Code of Federal Regulations - Transportation
 3. MCO P8020.10 Marine Corps Ammunition and Explosives Safety Program
 4. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 5. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
 6. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
 7. NAVSEA SW020-AG-SAF-010 Navy Transportation Safety Manual for Ammunition, Explosives and Related Hazardous Materials
 8. NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by Motor Vehicle
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AMMO T&R MANUAL

CHAPTER 5

MOS 2340 INDIVIDUAL EVENTS

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2000-LEVEL EVENTS	5004	5-4

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CHAPTER 5

MOS 2340 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter details the individual events that pertain to the Ammunition Officer. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

5001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 2340-ADMN-2001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 23 or Ammunition Officer MOS 2340). This chapter contains 2340 events.

b. The second four alpha characters represent the functional or duty area (e.g., ADMN - Administration). Functional areas for Ammunition Officers are:

ADMN - Administration

c. The last four digits represent the task level and numerical sequencing. The Ammunition Officer individual training events are contained in one task level:

2000 - Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

Every individual event has a numerical identifier from 001 to 999.

5002. INDEX OF INDIVIDUAL EVENTS

1. The 2000-level individual events for Ammunition Officer are taught at formal schools. 2000-level individual events for Ammunition Officers are taught at either follow-on school, by MOJT or through Distance Learning.

Event Code	Event	Page
2000-LEVEL		
2340-ADMN-2001	Direct Ammunition Resources	5-4
2340-ADMN-2002	Direct Ammunition Programs	5-5
2340-ADMN-2003	Direct Ammunition Operations	5-6
2340-ADMN-2004	Execute Marine Corps Ammunition Liaison Duties	5-7

5003. 2000-LEVEL EVENTS

2340-ADMN-2001: Direct Ammunition Resources

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The individual is responsible for but not limited to the management of ammunition requirements.

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure resources are sufficient to support assigned missions.

PERFORMANCE STEPS:

1. Determine equipment.
2. Determine facilities requirement.
3. Manage facilities.
4. Analyze budget.
5. Manage tactical logistics.
6. Conduct site surveys, when applicable.
7. Validate mobilization plan.
8. Review WRMSF MARSO, as required.
9. Employ personnel.
10. Advise commander.

PREREQUISITE EVENTS: 2311-ADMN-1002

RELATED EVENTS: 2311-ADMN-1001

REFERENCES:

1. MCO 5530.14 Marine Corps Physical Security Program Manual
2. MCO 8000.7 Marine Corps Capabilities-Based Munitions Requirements (MCCBMR) Program
3. MCO 8025.1 Class V (W) Malfunction and Defect Reporting
4. MCO P4400.151 Intermediate-Level Supply Management Policy Manual

2340-ADMN-2002: Direct Ammunition Programs

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 1 month

DESCRIPTION: The individual is responsible for orchestrating the following programs but not limited to: A&E, Waste Munitions, HERO, Physical Security, Qualification/Certification, Ammunition Automated Programs, Explosives Safety, and Inventory Management.

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure supportability of ammunition operations.

PERFORMANCE STEPS:

1. Determine mission requirements.
2. Apply appropriate support program(s).
3. Correlate with supporting, adjacent, and higher activities.

REFERENCES:

1. DOD 5100.76-M Department of Defense Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives
 2. DOD 6055.09-M Volumes 1 through 9 Department of Defense Ammunition and Explosives Safety Standards
 3. MCO 5530.14 Marine Corps Physical Security Program Manual
 4. MCO 8015.3 Marine Corps Class V(W) Physical Inventory Control Program (PICP)
 5. MCO 8023.3 Personnel Qualification and Certification Program for Class V Ammunition and Explosives
 6. MCO P4400.151 Intermediate-Level Supply Management Policy Manual
 7. MCO P5090.2 Environmental Compliance and Protection Manual
 8. MCO P8020.10 Marine Corps Ammunition and Explosives Safety Program
 9. NAVSEA OP 3565, Vol 1 Electromagnetic Radiation Hazards (Hazards to Personnel, Fuel and Other Flammable Material)
 10. NAVSEA OP 3565, Vol 2 Electromagnetic Radiation Hazards (Hazards to Ordnance)
 11. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
 12. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 13. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
 14. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
 15. NAVSEA SW020-AG-SAF-010 Navy Transportation Safety Manual for Ammunition, Explosives and Related Hazardous Materials
 16. NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by Motor Vehicle
 17. NAVSEA SW023-AH-WHM-010 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
 18. NAVSUP P-801 Ammunition - Unserviceable, Suspended and Limited Use
 19. NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage & Issue Sentencing
 20. NAVSUP PUB 538 Management of Materials Handling Equipment (MHE) and Shipboard Mobile Support Equipment (SMSE)
 21. NOSSAINST 8020.14 Department of the Navy Shore Station Explosives Safety Compliance Program
 22. NOSSAINST 8023.11 DON Standard Operating Procedures Development, Implementation, and Maintenance for Ammunition and Explosives
 23. OPNAVINST 8020.14/MCO P8020.11 Department of the Navy Explosives Safety Policy
 24. UM 4400-124 SASSY Using Unit Procedures
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2340-ADMN-2003: Direct Ammunition Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The individual is responsible for directing the following: Embarkation, Transit, Receive Store Segregate Issue (RSSI), Load Certification Programs, Retrograde, Emergency Destruction, Environmental Programs, Safety Programs, Joint and Combined Operations, and MOS training.

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure supportability of ammunition operations.

PERFORMANCE STEPS:

1. Determine ammunition objectives.
2. Determine resources.
3. Determine supportability estimates.
4. Establish a field ammunition supply point, as required.
5. Apply resources.
6. Maintain equipment.
7. Manage Quality Assurance.
8. Coordinate ammunition support for foreign countries, as required.
9. Prepare routine correspondence, when applicable.
10. Apply continuous process improvement methods.

REFERENCES:

1. DOD 5100.76-M Department of Defense Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives
2. DOD 6055.09-M Volumes 1 through 9 Department of Defense Ammunition and Explosives Safety Standards
3. MCO 5530.14 Marine Corps Physical Security Program Manual
4. MCO 8015.3 Marine Corps Class V(W) Physical Inventory Control Program (PICP)
5. MCO 8023.3 Personnel Qualification and Certification Program for Class V Ammunition and Explosives
6. MCO P4400.151 Intermediate-Level Supply Management Policy Manual
7. MCO P5090.2 Environmental Compliance and Protection Manual
8. MCO P8020.10 Marine Corps Ammunition and Explosives Safety Program
9. NAVSEA OP 3565, Vol 1 Electromagnetic Radiation Hazards (Hazards to Personnel, Fuel and Other Flammable Material)
10. NAVSEA OP 3565, Vol 2 Electromagnetic Radiation Hazards (Hazards to Ordnance)
11. NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
12. NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
13. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
14. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials

7. Monitor all Notices of Ammunition Reclassification (NAR) Ammunition Information Notices (AIN) and Naval Sea Systems Command Instructions (NAVSEAINST).
8. Monitor the progress on any Marine Corps funded projects.
9. Assist in the formulation of plans and instructions for the inspection, test, rework, modification and retrofitting of materiel in stock and for out-loading in support of contingency plans.
10. Monitor and execute disposition of Marine Corps materiel.
11. Furnish MARCORSYSCOM (AM) or other Marine Corps activities data as appropriate.
12. Maintain current files of all DoD, Marine Corps and other Service directives, technical publications and correspondence required.

REFERENCES:

1. LOI FOR MARCORSYSCOM Letter of Instruction for Marine Corps Systems Command Program Manager for Ammunition Liaison Officers
2. MARFORCOMO 4000.10_/MARFORPACO 4080.2__ Landing Force Operational Reserve Materiel
3. MCO 4400.39 War Reserve Materiel Policy
4. MCO 8000.7 Marine Corps Capabilities-Based Munitions Requirements (MCCBMR) Program
5. NAVMC 2907 Prepositioning Objective for Maritime Preposition Force and Marine Corps Preposition Program - Norway
6. NAVSUP P-801 Ammunition - Unserviceable, Suspended and Limited Use

SUPPORT REQUIREMENTS:

OTHER SUPPORT REQUIREMENTS: Each liaison billet requires a Letter of Instruction that defines specific roles and responsibilities for the respective billet.

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.

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APPENDIX A

REFERENCES

Field Manual (FM)

FM 3-34.214/MCRP 3-17.7L Explosives and Demolitions
FM 4-30.1 Munitions Distribution in the Theater of Operations

Marine Corps Order (MCO)

MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order
(May 06)
MCO 5530.14_ Marine Corps Physical Security Program Manual
MCO 8015.3 Marine Corps Class V(W) Physical Inventory Control Program (PICP)
MCO 8023.3_ Personnel Qualification and Certification Program for Class V
Ammunition and Explosives
MCO 8025.1_ Class V (W) Malfunction and Defect Reporting
MCO 8000.7 Marine Corps Capabilities-Based Munitions Requirements (MCCBMR)
Program
MCO P4400.150_ Consumer Level Supply Policy Manual
MCO P4400.151_ Intermediate-Level Supply Management Policy Manual
MCO P5090.2_ Environmental Compliance and Protection Manual
MCO P8020.10_ Marine Corps Ammunition and Explosives Safety Program

Marine Corps Warfighting Publication (MCWPs)

MCWP 4-11.9 Ammunition Logistics

Technical Manual

TM 43 Series

Miscellaneous

CFR 40 Parts 260-265 Code of Federal Regulations - Protection of Environment
DOD 5100.76-M Department of Defense Physical Security of Sensitive
Conventional Arms, Ammunition, and Explosives
DOD 6055.09-M Volumes 1 through 9 Department of Defense Ammunition and
Explosives Safety Standards
Global Transportation Network (GTN) System
Joint Munitions Transportation Coordinating Activity (JMTCA)
Joint Planning and Execution System (JOPEX)
JOPEX Joint Operation Planning and Execution System (JOPEX) Users Manual
Joint Total Asset Visibility (JTAV)
NAVSEA OP 3565, Vol 1 Electromagnetic Radiation Hazards (Hazards to
Personnel, Fuel and Other Flammable Material)
MIL-STD-1320_ Military Standard - Truck loading of Ammunition and Explosives
MIL-STD-129_ Department of Defense Standard Practice - Military Marking for
Shipment and Storage
MIL-STD-1168_ Department of Defense Standard Practice - Ammunition Lot
Numbering and Ammunition Data Card
NAVSEA OP 3565, Vol 2 Electromagnetic Radiation Hazards (Hazards to Ordnance)
NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for
Contingencies, Combat Operations, Military Operations Other Than

War, and Associated Training

NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition,
Explosives, and Related Hazardous Materials

NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's
Handbook for Ammunition, Explosives and Related Hazardous
Materials

NAVSEA SW020-AG-SAF-010 Navy Transportation Safety Manual for Ammunition,
Explosives and Related Hazardous Materials

NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by
Motor Vehicle

NAVSEA SW023-AH-WHM-010 Handling Ammunition and Explosives with Industrial
Material Handling Equipment (MHE)

NAVSUP P-801 Ammunition - Unservicable, Suspended and Limited Use

NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage
& Issue Sentencing

NAVSUP PUB 538 Management of Materials Handling Equipment (MHE) and Shipboard
Mobile Support Equipment (SMSE)

NOSSAINST 8020.14 Department of the Navy Shore Station Explosives Safety
Compliance Program

NOSSAINST 8023.11 DON Standard Operating Procedures Development,
Implementation and Maintenance for Ammunition and Explosives

OPNAVINST 8020.14/MCO P8020.11 Department of the Navy Explosives Safety
Policy